

# Retention and Classification Report

**Agency:** Department of Workforce Services. Delta Employment Center  
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**Records Officer** Amanda McPeck

13685	Eligibility case files
13380	Employment case management files
22911	Family Employment Program files
07227	Home energy assistance target program files
22906	Job Training and Partnership Act client files
22910	Provider billing files
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**AGENCY:** Department of Workforce Services. Delta Employment Center

**SERIES:** 13685

3

**TITLE:** Eligibility case files

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by client surname

**ANNUAL ACCUMULATION:** 15.00 cubic feet.

**DESCRIPTION:**

These files document the complete case history of clients receiving services provided initially in or through a Family Support office (OFS), now provided by The Dept. of Workforce Services. These case files include but are not limited to the following types of Eligibility and Determination Forms: Application and Affidavit for Assistance and Food Stamps, Home Energy Assistance Target (HEAT), Reapplication for Assistance and Food Stamps, Application for Financial, Medical, and/or Food Stamps, Application for Social Services, Notice of Decision (income report), and Client Admission/Level of Care Determination. Also copies of birth certificates, social security cards, car registrations and titles, divorce decrees and other court documents, medical reports, and certification of tribal membership are included in the case files. Payment forms, which include Payee/Case Data Information, Transmittal of Collections, Medical Grant Overpayment, Coupon Books Lost in the Mail, Forged Check Affidavits, and the following miscellaneous documents are included in the case files: random moment sample surveys, case activity logs, court orders, lien agreements, and guardianship orders.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 1.

**AUTHORIZED:** 02/16/1994

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year or until case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy provided no audit or pending litigation.

**AGENCY:** Department of Workforce Services. Delta Employment Center

**SERIES:** 13685

**TITLE:** Eligibility case files

(continued)

**APPRAISAL:**

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Controlled. UCA 63G-2-304 (2008)

**AGENCY:** Department of Workforce Services. Delta Employment Center

**SERIES:** 13380

3

**TITLE:** Employment case management files

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by surname

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These case files are created and used to document the monitoring of initially Family Support client cases and their progress. They are now serviced by The Dept. of Workforce Services. These records also document the self sufficiency and income eligible child care programs. The purpose of these programs is to assist clients gain employment and not require public assistance programs. Child care may be provided as part of these and as such, these records become part of the case files. These programs act as a temporary support system for individuals who are employable but without adequate financial resources. The State assists recipients in this endeavor through a system of counseling, information sharing, advocacy and the provision of support services. In addition, the state coordinates these programs with the Job Training Coordinating Council, the Department of Education, and other public and private social service agencies dealing with families with dependent children. CFR 206-1-10 (1990), specifies a state must follow for the application, determination of eligibility and furnishing of public assistance for persons involved in these programs. Included in the self sufficiency and day care case files are the narrative description of the cases, histories of payment information, documentation of day care authorizations, lists of client plans and objectives, quarterly update reports, and lists of activity codes and their components. In addition, there is information on sanctions taken by Family Support, now The Dept. of Workforces, against clients, documentation on target populations, and support services offered to clients.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 5.

**AUTHORIZED:** 01/11/1994

**AGENCY:** Department of Workforce Services. Delta Employment Center

**SERIES:** 13380

**TITLE:** Employment case management files

(continued)

**FORMAT MANAGEMENT:**

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Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

Administrative Fiscal Legal

CFR 206-1-10 (1990), specifies a state must follow for the application, determination of eligibility and furnishing of public assistance for persons involved in these programs. Included in the self sufficiency and day care case files are the narrative description of the cases, histories of payment information, documentation of day care authorizations, lists of client plans and objectives, quarterly update reports, and lists of activity codes and their components. In addition, there is information on sanctions taken by Family Support, now The Dept. of Workforces, against clients, documentation on target populations, and support services offered to clients.

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Controlled. UCA 63G-2-304 (2008)

**AGENCY:** Department of Workforce Services. Delta Employment Center

**SERIES:** 22911

3

**TITLE:** Family Employment Program files

**DATES:** 1990-1997

**ARRANGEMENT:** Alphabetical by surname

**TOTAL VOLUME:** 2.00 cubic feet.

**DESCRIPTION:**

These files document participation and eligibility for services under the Family Employment Program. This program offered services such as financial aid, medical and other family support and counseling assistance to help clients become self sufficient. Information includes name, address, education and employment history, family information, social security number and telephone number.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 07/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**AGENCY:** Department of Workforce Services. Delta Employment Center

**SERIES:** 22911

**TITLE:** Family Employment Program files

(continued)

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Private           UCA 63G-2-302 (2008)

**AGENCY:** Department of Workforce Services. Delta Employment Center

**SERIES:** 7227

3

**TITLE:** Home energy assistance target program files

**DATES:** ca. 1991-1997

**ARRANGEMENT:** None

**TOTAL VOLUME:**

**DESCRIPTION:**

These case files are created by home energy assistance target eligibility workers. The purpose of the record is to gather information to verify and determine eligibility for home energy assistance. Information gathered for verification purposes include age, employer, date of birth, marital status, name, national origin, number of children, race and ethnic grouping, salary and income information, sex, signature of client, social security number, and telephone number.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 2.

**AUTHORIZED:** 03/19/1991

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**



**AGENCY:** Department of Workforce Services. Delta Employment Center

**SERIES:** 7227

**TITLE:** Home energy assistance target program files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Workforce Services. Delta Employment Center

**SERIES:** 22906

3

**TITLE:** Job Training and Partnership Act client files

**DATES:** 1990-1997

**ARRANGEMENT:** Alphabetical by surname

**TOTAL VOLUME:** 8.00 cubic feet.

**DESCRIPTION:**

These files document participation in the Job Training and Partnership program. The information is collected to determine eligibility of the applicant. File may contain: educational and training records; copy of the applicant's birth certificate; copy of the applicant's driver's license; social security number; financial records; and information regarding the applicant's household.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 07/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**AGENCY:** Department of Workforce Services. Delta Employment Center

**SERIES:** 22906

**TITLE:** Job Training and Partnership Act client files

(continued)

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Private           UCA 63G-2-302 (1)(2008)

**AGENCY:** Department of Workforce Services. Delta Employment Center

**SERIES:** 22910

3

**TITLE:** Provider billing files

**DATES:** 1995-1997

**ARRANGEMENT:** Alphabetical by provider name

**TOTAL VOLUME:**

**DESCRIPTION:**

These monthly forms are generated to issue payments to daycare providers for services authorized by the Department of Workforce Services. Information would include the name of the provider, name of client, date, and amount owed.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 12.

**AUTHORIZED:** 04/26/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

**AGENCY:** Department of Workforce Services. Delta Employment Center

**SERIES:** 22910

**TITLE:** Provider billing files

(continued)

**PRIMARY CLASSIFICATION:**

Private UCA 63G-2-302 (2008)

**AGENCY:** Department of Workforce Services. Delta Employment Center

**SERIES:** 22909

3

**TITLE:** Turning Point case files

**DATES:** 1990-1997

**ARRANGEMENT:** Alphabetical by surname

**TOTAL VOLUME:** 4.00 cubic feet.

**DESCRIPTION:**

These files document eligibility of clients for training or support services. This program was created in 1990 and was discontinued in 1997. In order to have been eligible for training or other services provided by this program, the person must have been a member of a special target group. That target group included individuals who were single parents, single pregnant women or displaced homemakers. Information includes: name, age, address, educational history, employment information, medical information, family information, social security number, telephone number, etc.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 07/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**AGENCY:** Department of Workforce Services. Delta Employment Center

**SERIES:** 22909

**TITLE:** Turning Point case files

(continued)

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Private           UCA 63G-2-302 (2008)